



Converting Documents to PDFs and Using Adobe Acrobat Pro to Manipulate PDFS

There are multiple ways to convert a document into a .pdf. Below are three different methods for you to use. This will depend on how the computer you are using was installed with the software.

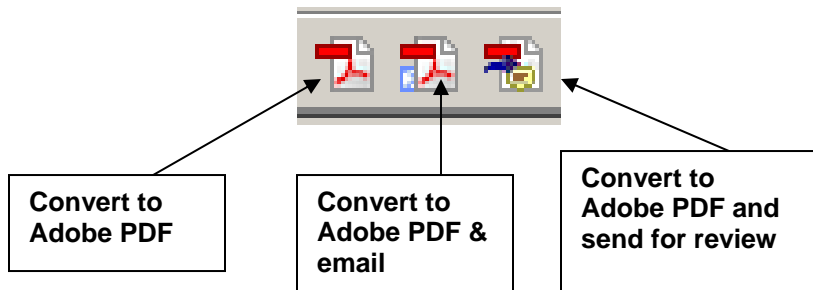
FIRST METHOD

1. Log on to a computer and open the document you want to change to a .pdf.

2. Once the document opens, you should see the **.pdf toolbar** located in the upper left hand corner of your document.

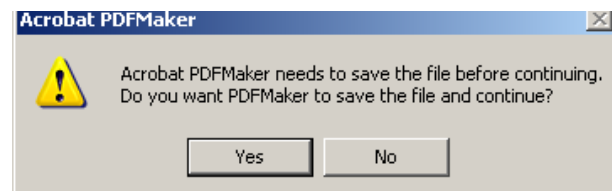


3. The toolbar consists of three shortcut buttons each doing something different.



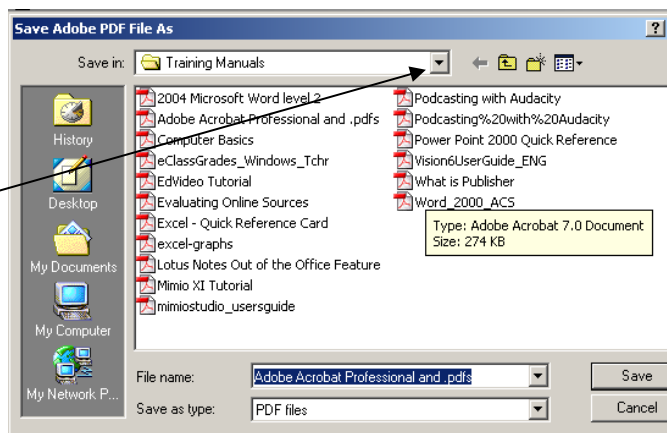
4. Click on the “Convert to Adobe PDF” button.

5. When the following message appears, click Yes.



6. A “**Save Adobe PDF File As**” window opens.

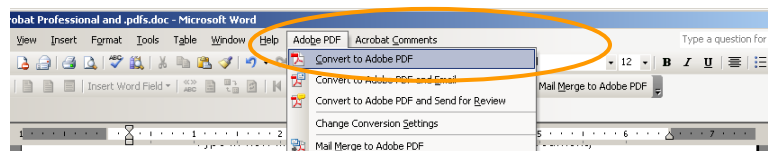
- Click the dropdown menu to change the location of where you want the .pdf saved on the network (if different from where your original document was saved).
- Type in new file name (if different than your original document) Make sure to keep the .pdf file extension as part of your name.



- Click on the **Save** button.
- You will then see the Adobe PDF window showing you that it is preparing your document as a .pdf.
- When it is finished, your document will reopen in Adobe Reader as a .pdf file.

SECOND METHOD

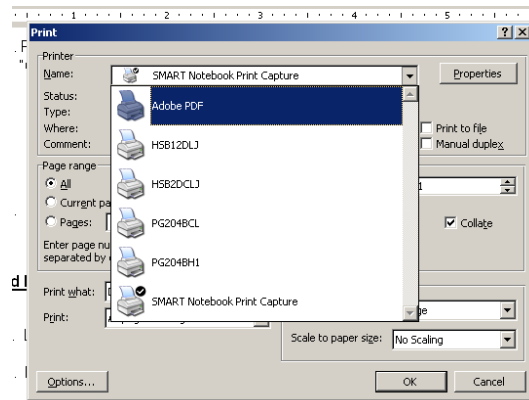
- Log on to a computer and open the document you want to change to a .pdf.
- From the menu bar, click “**Adobe PDF**”, and then from the menu, choose “Convert to Adobe PDF”.



- Repeat Steps 5-9 from Method 1 listed above.

THIRD METHOD

1. Log on to a computer and open the document you want to change to a .pdf.
2. From your menu bar, choose **“File”** and then **“Print”**.
3. Change your printer to **“Adobe PDF”** and click OK. (Note: this is not a physical printer. The PDF prints to your screen).



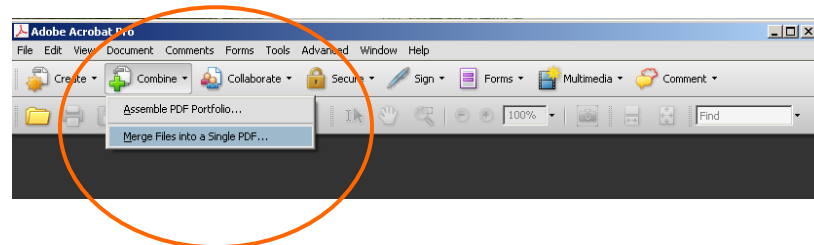
5. Repeat steps 5-9 above.

COMBINING MULTIPLE FILES INTO ONE PDF

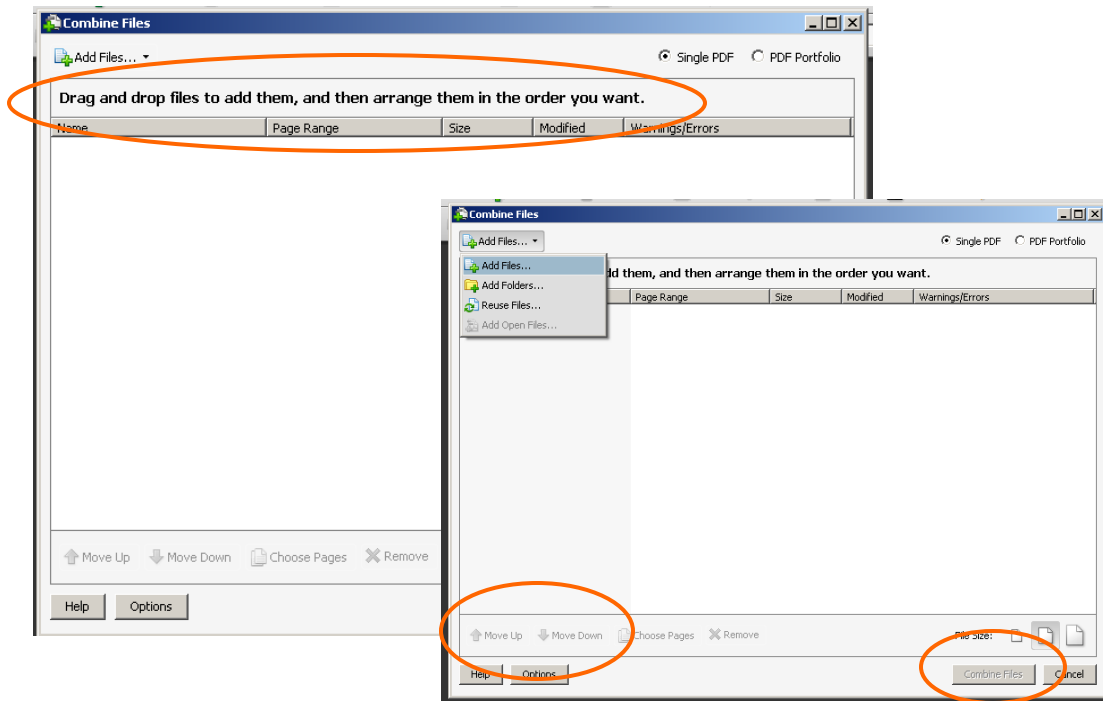
1. From your desktop, open **Adobe Acrobat Pro**.



2. From the main toolbar, click the **“Combine”** button and then from the menu choose **“Merge Files into a Single PDF”**.



3. The “**Combine Files**” window will open where you can either drag & drop your files to the window **or** click the “**Add Files**” button at the top to browse for your files.



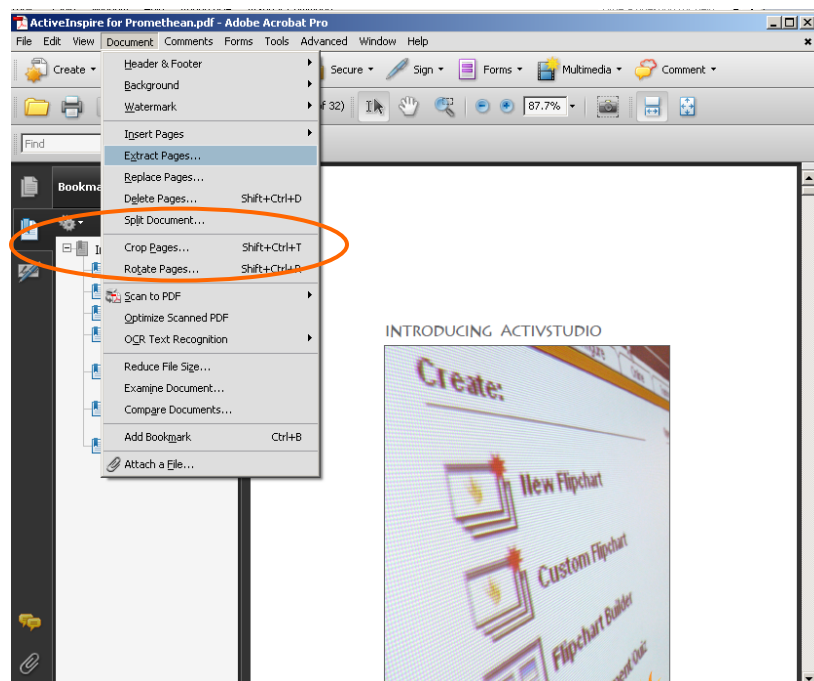
3. Once your files are added, use the **Move Up** and **Move Down** buttons to put the files in the pages in correct order.
4. Click the “**Merge Files**” button in the lower right corner to start the merge into one single PDF.
5. Once the merge is complete, the “**Save As**” window will open. Using the drop down button, navigate to the location on the network (H Drive, etc.) where you want the document saved.
6. Click the **Save** button.

Extracting Pages out of a PDF

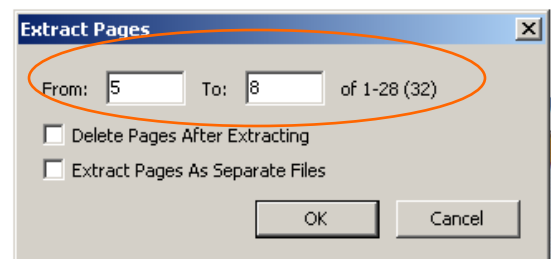
1. From your desktop, open **Adobe Acrobat Pro**.



2. Open the PDF document you want to extract pages from by choosing **"File/Open"** from the menu bar.
3. Once your PDF document is open, from the menu bar, click **"Document"** and then choose **"Extract Pages"**.



4. Specify the **range of pages** to extract in the Extract Pages window..



5. In the Extract Pages dialog box, **do one or more** of the following **before you click OK**:

- To permanently remove the extracted pages from the original PDF, select *Delete Pages after Extracting*.

- To create a single-page PDF **for each extracted page**, select *Extract Pages As Separate Files*. Choose a location for where you want these separate files saved.
- To leave the original pages in the document **and create a single PDF that includes all of the extracted pages**, leave both check boxes deselected. Your extracted pages will open as a separate PDF on your screen. Choose File, and then Save As to save this new PDF/.

Note: The creator of a PDF document can set the security to prevent the extraction of pages. To view the security settings for a document, choose File > Properties, and then select Security.

Other Available Features:

- Creating a PDF from a Scanned Image (must be on the same computer that a scanner and scanner software is loaded)
- Adding comments and notes to your PDFs (notes, comments, or any other markups)
- Add text-edit comments showing which items should be added, deleted, changed, etc.
- Create electronic based forms using Adobe Designer, which can be used to collect and send data via email or the web.
- Create certified documents indicating to others that you approve its content.
- Sign a document with a digital signature (apply digital signature so viewers know that you created the document)
- View large-scale documents.